

Class Concept

This is professional consultative work in the development and promotion of the planning and management assistance process for communities in a region of the State. Employees in this class analyze data on areas of concern and problems of local governmental units and develop proposals and technical plans to attempt to meet the needs of the individual communities to which assigned. Employees, working alone or with other planners and staff, explain plan components and assist the governmental units in implementing plans and working toward developing and implementing related planning or administrative structures, programs, and practices. Employees work with independence in assessing programs, determining strategies, and developing detailed planning components. Community presentations and complete technical plans are reviewed by higher level planners for conformance to planning methodology and program goals and objectives. For larger projects, employees may serve as a team lead, assisting the Senior Planner with assignments to staff planners corresponding to staff expertise and community needs. May also represent the department in meetings and conferences with local, state, and federal government officials and private citizens.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of analytical planning techniques applied in the collection and evaluation of community data and in the preparation of planning reports and recommendations.
- Working knowledge of technical planning methodologies.
- Working knowledge of the principles and practices of governmental administration, especially at the local level.
- Working knowledge of governmental programs and services pertinent to the planning and management assistance process.
- Ability to communicate effectively in oral and written form.
- Ability to coordinate work of a team of planners.
- Ability to establish and maintain effective working relationships with State and local officials and the general public.

Minimum Education and Experience

Master's degree in a planning curriculum or a field related to planning that includes planning courses from an appropriately accredited institution; or

Master's degree in Public Administration, including planning courses from an appropriately accredited institution; or

Bachelor's degree in a field related to planning from an appropriately accredited institution and two years of specifically related planning experience; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.